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OFFICE OF PERSONNEL - MONTHLY REPORT

October 1964

I HIGHLIGHTS

Fund Drive Goes Well Over Quota Every Directorate has exceeded its quota in the Combined Federal Campaign and, as of 10 November, total pledges and contributions were \$187,419, representing 135% of the overall Agency goal. In addition, members of the Agency have contributed more than \$14,000 to PSAS and \$10,648 to the Educational Aid Fund.

Christmas Planning Under Way A proposed schedule of activities for the forthcoming Christmas season has been developed and is now under review. Plans follow generally those employed the past two years and include chorale concerts, a series of religious services, and trees and decorations at appropriate points.

II OTHER ACTIVITIES

1. RECRUITING

University Associates Conference 24 of our 28 University Associates were present for the annual conference 2-3 November. The program included an excellent round-up of recent developments in the Agency, a stimulating series of briefings on several key components, and a lively panel discussion on the "100 Universities Program."

Recruitment Brochure in Print Hand bound copies of the new professional recruitment brochure were distributed to the University Associates on 2 November and single copies also went out then to our field recruiters. The full run of 25,000 copies has been printed and is being bound and distributed as rapidly as facilities permit.

NPIC Recruitment Our advertising campaign for NPIC is beginning to turn up some good applications, and the field recruiters are getting into their most productive season for the types of technicians NPIC is seeking. Even so, NPIC remains at about 150 below its newly authorized professional strength and we face a very difficult job in trying to close this gap by 30 June.

AMA Seminar on Equal Job Opportunities The Chief of the Recruitment Division attended an American Management Association seminar on "Equal Job Opportunities" at AMA Headquarters in New York 28-30 October. The session dealt with "recruiting, selecting, and employing minority personnel." A report on the seminar is being circulated to appropriate staff officers.

FMSAC Recruitment [REDACTED], Chief of the Missile Re-Entry and Physics Division of FMSAC (DDS&T), has requested recruiting assistance at a 16-18 November meeting of the Anti-Missile Research Advisory Council to be held

25X1A9a

NO CHANGE IN CLASS. ☐

☐ DECLASSIFIED

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25X1A9a at the Technology Research Institute in Chicago. [REDACTED] of PRD 25X1A9a
will accompany [REDACTED] to Chicago for this purpose.

2. PERSONNEL ADMINISTRATION

T/O Revisions Nearing Completion Except for DD/I, Directorates have now submitted the T/O changes required to bring their staffing complements in line with FY '65 ceiling authorizations approved last July. DD/I changes are being deferred temporarily until some of the personnel moves necessitated by the changes can be worked out.

As T/O revisions are processed, they supersede existing career service grade authorizations, of course. Components that took substantial ceiling cuts last July are generally finding this result to be favorable because the arbitrary "pro rata" CSGA changes that had to be made for them in July were somewhat more stringent than has actually proved necessary with the new T/O's.

Personnel Briefing for OTR On 29 October the Chief of POD arranged a special briefing for the Director of Training and his Staff on the computation and administration of Career Service Grade Authorizations. The briefing clarified several items of special interest to OTR and pointed up areas in which better planning and forecasting can increase the "maneuver room" available to Career Service Heads in their use of CSGA's.

Special Briefing for NSA On 22 October the Chief and Deputy Chief of the Plans Staff presented a briefing on CIA's Career Service System to an NSA task force which is examining that Agency's personnel program. The briefing, requested by NSA, was arranged through the Assistant DD/S.

3. BENEFITS AND SERVICES

Flu Shots 3,671 employees received flu shots during the first round (12-16 October) in this voluntary immunization program. A second round on 7-8 December is set for those who missed the first time or who require two shots.

Credit Union Reviews Surplus Funds Although the Credit Union is approving new loans at a rate of about \$800,000 - \$900,000 per month, repayments and deposits continue to outpace this rate. Credit Union officials are therefore experiencing a fairly sizeable task in managing this "investable" surplus which is generally placed with Federally insured savings and loan associations. During September and October a complete review was made of each savings and loan account and necessary transfers and adjustments made so that all such deposits (which presently total \$2,270,000) are fully insured.

Headquarters Barbershop GSI has signed a barbershop contract with a concessionaire, and equipment is being prepared for installation in the Headquarters building. However, the target date for opening the shop has been set back to 4 January.

Physical Fitness Room Still Gaining Popularity During the 2 months the physical fitness room has been in operation, 253 employees have used it a total of 1,217 times, and October usage was 20% above that for September. Use, by hour of the day, has been as follows:

<u>Hours</u>	<u>No. of Uses</u>		<u>Total</u>	<u>%</u>
	<u>Sept</u>	<u>Oct</u>		
0001-0930	49	79	128	10.5
0931-1330	143	277	420	34.5
1331-1630	102	87	189	15.5
1631-2130	229	224	453	37.2
2131-2400	21	6	27	2.3
Total	544	673	1,217	100.0%

Income from use of the room, as of 31 October, totaled \$420 and expenses \$12. On 22 October arrangements were completed for employees using the room to store gym clothes there if they desire.

Employee Activity Association Following up the PAB meeting of 25 June on the Employee Activity Association, DD/P has submitted a position paper dealing with participation by its personnel in Association activities. The paper indicates that such participation will be permitted, subject to limitations to be developed by representatives of Personnel, Security, and Central Cover. On the strength of this development, it appears that planning can now be resumed for an Agency-wide membership drive to be conducted in the near future.

Redskins Tickets Sell Quickly Redskins football tickets have proved to be popular sales items for the Employee Activity Association. All 700 tickets placed on sale recently (at discount prices) have been snapped up. The \$3,150 borrowed for this venture has been repaid and the Association has a small profit as well. Customer reactions indicate a desire for more of this type of service.

Insurance Review Being Made Currently in progress are discussions with the underwriter of our PAMA, DENTA, hospitalization, and life insurance plans to review ways to improve their coverage. Also being considered are "open seasons" for new applicants in PAMA and DENTA.

Central Processing Adds New Service Central Processing has obtained reprints of recent Support Bulletin articles on "Proof of Citizenship" and "Alien Child Adoption Procedures." These are being offered married returnees who acquired "family additions" while abroad.

4. AWARDS

Nominations for Public Service Awards Nominations coming in for the

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various Public Service Awards indicate a growing interest among Agency officials in these important forms of public recognition. In response to a September invitation, 14 nominees have thus far been suggested for 5 of the Awards as indicated:

Federal Women's Award -----	6
National Civil Service League Award -----	5
Arthur S. Fleming Award -----	1
William A. Jump Award -----	1
Rockefeller Public Service Award -----	1
	<u>14</u>

III SPECIAL REPORT

The Special Report is being omitted this month.

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